

**Comstock Community Center
6330 King Highway
Kalamazoo, MI 49048**

Program Assistant

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Tutor

- Recruits, trains and schedules tutor volunteers
- Prepares classrooms with resources for the volunteers/students (folders, pencils, dry erase board, clean the floors and tables)
- Researches, selects, and prepares educational materials for students
- Assists students with homework
- Communicate with CLC management weekly, education professional i.e. Librarian for AR level books, and refer parental problems or facility administrators to CLC Director for resolution.
- Complete administrative actions i.e. parent communication, track attendance, record information, behavioral records
- Work with school personnel to acquire the AR Levels of students.

Floater

- Assist in directing and supervising the daily activities of all children enrolled in the program.
- Assist in the planning, implementing and participation of developmentally appropriate activities and lessons within state and NAEYC accreditation standards.
- Present a positive representation of Center and programs
- Ensures safety and promotes growth of all children
- Assist in developing developmentally appropriate lesson plans
- Assist in maintenance and use of program supplies, including snacks, materials, and equipment and keep Director apprised of needs for the program site

Reception

- Operate telephone to answer, screen, or forward calls, providing information, taking messages, or scheduling appointments.
- Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.

QUALIFICATIONS:

- Must possess strong leadership, communication, and self-management skills.
- A high energy level, patience, flexibility, good judgment, and enthusiasm.
- Good human relations skills
- Good organizational skills and communication skills.
- Strong time management skills
- CPR/First Aid certification and Blood Borne Pathogens training must be obtained within first 30 days of hire.
- Proof of negative TB test and good physical health report signed by a licensed physician is required at the time of hiring.
- The individual selected will work a variable schedule Monday through Friday.

If you are interested in this position, please submit your cover and resume to Human Resources via email at hr@comstockcc.com or fax to 269-492-0909.